

Spring/Summer 2012 SPORT FACILITY RESERVATION PROCESS

APPLICATION PROCEDURES & NEGOTIATION MEETING

KEY DATES:

- Applications accepted: 12/12/11 – 12/16/11
 - Negotiations Meeting: 1/21/12
 - Draft Permits Created by: 2/10/12
 - Permit revisions due by: 2/17/12
 - Late Applications processed: 2/17/12
 - Payment & Documents due by: 2/24/12
 - Final permits will be issued between 2/24/12 – 3/1/12
 - Spring/Summer season begins: 03/01/12
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1. All applications (youth, seniors, disabled & adults) will be accepted beginning at 9:00am on Monday, December 12, 2011 and end at 5:00pm on Friday, December 16, 2011. Applications will be reviewed randomly, and not on a first come first served basis. You will lose your opportunity to attend the Negotiation Meeting if your application is not received by the deadline.
 2. Applicants must complete the application form (one form per park requested) and submit the form AND non-refundable application fee(s) by fax, mail, or in person to the City Wide Sports Office. Scanned applications that are signed and include credit card information will be accepted via email. Fees can be paid by cash, check or credit card (Visa, MasterCard, and Discover).
 3. A limit of 3 (three) applications per park per group can be submitted during the Registration Period. Any additional fields may be negotiated at the meeting, after the initial negotiation period of 90 minutes has expired.
 4. Your group may also be placed on a waiting list if you are in need of another facility above the 3 (three) park limit and if there is space available.
 5. Applications received after the registration period has closed are considered late and will be processed only after all other requests have been processed and only if space permits on a “first come, first serve basis”. There is no guarantee that fields will be available after the registration period, so it is highly recommended that applications be submitted on time.
 6. If there are conflicts with requests, groups will be contacted by Friday, January 13, 2012 to attend a mandatory Negotiations Meeting on Saturday, January 21, 2012 at Camden Center, 3369 Union Ave. in the Multipurpose Room.
 7. If a decision on field use cannot be made by user groups at this meeting; City Wide Sports staff will make the final decision for field use.

TENTATIVE/DRAFT PERMITS:

1. All draft permits will be created and available by Friday, February 10, 2012.
2. City Wide Sports will contact the applicant once the draft permit is created. It will be the applicant's responsibility to review all dates, times and locations.
3. Once created, draft permits will be available for review by request:
 - a) Via e-mail.
 - b) In person (by appointment only, please call in advance to schedule).
 - c) Via Fax.
4. If you need to revise your draft permit, submit your request in writing before Friday, February 17, 2012.
5. Final payment and certificate of liability insurance must be submitted no later than 5:00pm, Friday, February 24, 2012. It is the responsibility of the applicant to meet this deadline on time. If payment and/or all required documentation are not submitted by deadline then no permit will be issued.

ISSUING APPROVED/FINAL PERMITS:

Final permit(s) will be issued:

- a) Once permit is paid in full.
- b) All required documents have been submitted, reviewed, and approved by staff.

PROCESSING LATE APPLICATIONS (received after December 16, 2011):

1. All late applications will not be processed until Friday, February 17, 2012
2. All late applications will be processed on a first come, first served basis.
3. City Wide Sports will contact the applicant on the status of the application.

QUESTIONS?

Contact City Wide Sports staff at fieldreservations@sanjoseca.gov or 408-794-6527 if you have any questions or would like to provide any feedback to improve your experience.